

Financial Administration Budget Narrative – 2021

Account Number	Account Description	2020 Budget	2021 Budget	Amount Change	Percent Change
01-4150-01-4110	Admin-Salary	\$ 1	\$ 1	\$ -	0.00%

This line will be unused for 2021.

01-4150-01-4111	Admin-F/T hourly Wages	\$ 100,937	\$ 104,504	\$ 3,567	3.53%
-----------------	------------------------	------------	------------	----------	-------

This line is used to fund the full-time wages of the Finance and Human Resources Administrators.

01-4150-01-4112	Admin-P/T Hourly Wages	\$ 1	\$ 1	\$ -	0.00%
-----------------	------------------------	------	------	------	-------

This line will be unused for 2021.

01-4150-01-4154	Admin-E/T Buyout	\$ 2,000	\$ 2,000	\$ -	0.00%
-----------------	------------------	----------	----------	------	-------

This line is used to fund the earned-time buyout of the Financial Administration employees.

01-4150-01-4290	Admin-Employee Benefits	\$ 53,421	\$ 57,779	\$ 4,358	8.16%
-----------------	-------------------------	-----------	-----------	----------	-------

This line is used to fund the payroll taxes and benefits of the Financial Administration employees.

01-4150-01-4310	Admin-Contracts	\$ 108,000	\$ 125,000	\$ 7,000	6.48%
-----------------	-----------------	------------	------------	----------	-------

This line is used to fund certain Town contracts including IT: Rockport IT and phone support (\$16,800), financial consultant (\$4,000), Tax/Town Clerk/Building/Assessing software – Avitar (\$16,000), GIS tax maps – CAI (\$10,000), financial software – AccuFund (\$12,500), Laserfische (\$800), server cloud backups – Datto (\$15,300), Office 365 and phone licenses – Microsoft (\$34,700), Adobe licenses (\$400), antivirus – VMWare (\$1,250), cemetery software – CemSites (\$1,900), welfare software (\$650), and accounting software support/consulting – Blum Shapiro (\$10,700).

01-4150-01-4331	Admin-Auditing Contracts	\$ 14,500	\$ 17,000	\$ 2,500	17.24%
-----------------	--------------------------	-----------	-----------	----------	--------

This line is used to fund the Town's annual financial audit. The price increase is estimated for 2021. The Town will likely advertise for auditing services since retaining the same firm for the past five years.

01-4150-01-4434	Admin-Equipment Maintenance	\$ 1	\$ 1	\$ -	0.00%
-----------------	-----------------------------	------	------	------	-------

This line will be unused for 2021.

01-4150-01-4442	Admin-Equipment Rental	\$ 1,650	\$ 1,650	\$ -	0.00%
-----------------	------------------------	----------	----------	------	-------

This line is used to fund the postage machine rental for the Town.

Account Number	Account Description	2020 Budget	2021 Budget	Amount Change	Percent Change
01-4150-01-4443	Admin-Copier Lease & Maint	\$ 900	\$ 2,000	\$ 1,100	122.22%

This line is used to fund the administrative offices portion of the copier maintenance contract. The 2021 increase is based on contract increases and usage.

01-4150-01-4531	Admin-Communications	\$ 800	\$ 800	\$ -	0.00%
-----------------	----------------------	--------	--------	------	-------

This line is used to fund the mobile communication needs of the administrative staff.

01-4150-01-4550	Admin-Printing	\$ 3,000	\$ 3,000	\$ -	0.00%
-----------------	----------------	----------	----------	------	-------

This line is used to fund the printing costs of the annual Town Report.

01-4150-01-4560	Admin-Conferences & Training	\$ 3,500	\$ 2,000	\$ (1,500)	-42.86%
-----------------	------------------------------	----------	----------	------------	---------

This line is used to fund the conferences and trainings of the Financial Administration employees. The 2021 reduction is based on reduced availability of in-person conferences and trainings due to COVID-19.

01-4150-01-4570	Admin-Dues & Fees	\$ 450	\$ 100	\$ (350)	-77.78%
-----------------	-------------------	--------	--------	----------	---------

This line is used to fund the annual Government Finance Officers Association dues.

01-4150-01-4571	Admin-Registry of Deeds	\$ 200	\$ 200	\$ -	0.00%
-----------------	-------------------------	--------	--------	------	-------

This line is used to fund the Registry of Deeds expenses of the administrative offices.

01-4150-01-4580	Admin-Mileage & Expenses	\$ 1,500	\$ 750	\$ (750)	-50.00%
-----------------	--------------------------	----------	--------	----------	---------

This line is used to fund the mileage and expenses reimbursements for the Financial Administration staff while traveling for Barrington purposes. The 2021 reduction is based on reduced availability of in-person conferences and trainings due to COVID-19.

01-4150-01-4611	Admin-Office Supplies	\$ 4,500	\$ 4,500	\$ -	0.00%
-----------------	-----------------------	----------	----------	------	-------

This line is used to fund the office supplies for the administrative offices.

01-4150-01-4612	Admin-Postage	\$ 1,900	\$ 1,900	\$ -	0.00%
-----------------	---------------	----------	----------	------	-------

This line is used to fund the postage of the administrative offices.

01-4150-01-4754	Admin-Equipment	\$ 9,500	\$ 9,500	\$ -	0.00%
-----------------	-----------------	----------	----------	------	-------

This line is used to meet the equipment needs of the administrative offices.